



## ARC Conference - Event Terms and Conditions

### 1.1. Cancellations

1.1.1. Cancellations for the ARC Annual Conference will result in the following costs being incurred (due within 30 days of invoice)

Days prior to start of the event	Fee payable
30 or more working days	No charge
16-29 working days	50% of the invoiced amount
0-15 working days prior	100% of the invoiced amount

1.1.2. The original package amount is the amount that has been invoiced, this may show a discount if the delegate is a member.

1.1.3. You must notify ARC in writing of your cancellation by emailing [info@arc.ac.uk](mailto:info@arc.ac.uk).

1.1.4. If ARC incurs any bank charges for refunding your booking, we may deduct this from your overall refund.

### 1.2. Substitutions

1.2.1. You may substitute an original delegate with another person, free of charge, up to 8 days (inclusive) before the event by notifying us in writing to [info@arc.ac.uk](mailto:info@arc.ac.uk).